

NEVADA LEGISLATIVE COUNSEL BUREAU

Carson City, Nevada



SENIOR RESEARCH SECRETARY

(Permanent Position)

The Legislative Counsel Bureau is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Senior Research Secretary is assigned to the Research Division, the general information, policy analysis, and service arm of the Legislature. The secretary performs responsible work, which includes assisting research analysts assigned to standing committees during legislative sessions; supporting statutory and interim committees and producing minutes during the interim between legislative sessions; and assisting research analysts in performing their duties and preparing final work products. All work is performed on a professional, nonpartisan basis.

Please review the following pages for the minimum qualifications and a complete job description.

The Division is recruiting to fill this permanent position in December 2013.

Salary and Benefits

The salary range is \$36,915 to \$54,204 (Grade 30) annually (employee-employer paid retirement), depending on qualifications and experience. The requirement for 48 hours of unpaid furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Submit Legislative Counsel Bureau Employment Application ([click here](#)) and letter of application with résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Electronic mail may be used to transmit your application, letter, and résumé. Please utilize Word format and send to kkruse@lcb.state.nv.us.

Closing Date: October 28, 2013 at 5 p.m.

**SENIOR RESEARCH SECRETARY
(Permanent Position)**

Annual Salary Range: \$36,915 to \$54,204 (Grade 30)
(Employee/employer paid retirement)

DEFINITION OF CLASS

Under direction of the Chief Principal Research Analysts, performs responsible secretarial work, with minimum supervision, and assists research analysts in performing their duties and preparing final work products. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school, or equivalent education, and four years of progressively responsible secretarial work, of which one year must include administrative support experience where use of a computer is an essential part of the work. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

Knowledge, Skills, and Abilities

Must possess excellent organizational skills and a sound knowledge of office methods and procedures. Also must exhibit an ability to compile data, compose correspondence with highest grammatical standards, and prepare a comprehensive set of minutes that accurately reflects the activities of a meeting or hearing. The position requires a person who is reliable working with deadlines and producing a significant quantity of work products of superior quality. An ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products is mandatory. A demonstrated ability to proofread is essential.

An ability to establish and maintain courteous, effective relationships with other employees, legislators, representatives of governmental agencies, and the public is required.

Additionally, this position requires that the person have the ability to learn and follow the rules, policies, and procedures established by the Research Division and the Legislative Counsel Bureau and to become familiar with Nevada state government and various government publications. It also requires a willingness to learn and accept new projects, apply a variety of computer applications and software, and operate office equipment.

Key Competencies

- Attention to detail
- Confidentiality
- Initiative
- Microsoft Office skills
- Planning and organizational skills
- Reliability
- Stress tolerance
- Time management

EXAMPLES OF DUTIES

The following is only a partial description and is not restrictive as to the duties required:

- Compiles and prepares, in final form, legislative information for publications produced by the Research Division;
- Provides clerical and secretarial support to research staff;
- Uses multiple computer applications and software;
- Maintains calendars and files;
- During the interim period between legislative sessions, serves as secretary of interim committees and is responsible for coordinating meeting arrangements, including accommodations and transportation; maintaining databases for mailing lists; processing meeting agendas; attending meetings; and preparing minutes;
- Assists research analysts with various duties associated with interim committees;
- Assists research analysts assigned to standing legislative committees during legislative sessions, including tracking the status of legislation, preparing documents for analysts' use in committee work sessions, and proofreading summaries of legislation;
- Carries out assigned special projects on an ongoing and independent basis;
- Provides secretarial assistance with research projects as required; and
- Assists with answering telephone calls.

This position typically works Monday through Friday, 8 a.m. to 5 p.m., and may require overnight and out-of-state travel. Overtime may be required. Must have the ability to operate a motor vehicle and possess a valid Nevada driver's license.